
Child Services Coordinator Grant (CSCG) Program

OPERATIONS AND PROGRAM MANUAL



FISCAL YEAR 2006

July 1, 2005 – June 30, 2006

Virginia Department of Housing and Community Development
Division of Housing, Shelter and Supportive Services Unit
501 North Second Street, Richmond, Virginia 23219

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CHILD SERVICES COORDINATOR GRANT (CSCG)

PROGRAM YEAR

Fiscal Year 2006 begins on July 1, 2005 and ends on June 30, 2006.

PROGRAM INTENT

The goal of Child Services Coordinator (CSC) Grant is to provide funding for a professional staff person to address the special health care, mental health, and educational needs of homeless children residing in emergency shelters or transitional housing programs.

ELIGIBLE USE OF FUNDS

Grant funds are to be used to pay the salary or wages and any other associated personnel costs for a professional child services coordinator (CSC).

These positions must be filled with persons with a bachelor's degree in a human services field such as social work, early childhood development, psychology, etc. Persons with an associate's degree and at least two years of related work experience can also be employed as a CSC.

An exception must be obtained from DHCD if a CSC was employed prior to the start of FY 06 and they do not meet this minimum standard. A criminal record check must be completed for any CSC.

The CSC is responsible for:

- conducting required health and mental health assessments;
- making necessary referrals;
- making sure all school age children are enrolled in school;
- and, when time permits conducting parenting education programs, and individual or group counseling.

INELIGIBLE USE OF FUNDS

CSCG funds can not be used to:

- purchase childcare services;
- purchase any resources or materials; or
- pay the expenses for any recreational activities.

Unless paid from another source of funds the CSCCs can not:

- provide shelter shift coverage;
- provide transportation services unless it is for an activity directly related to the work with an individual child and his/her parent; or
- conduct general recreational activities.

GRANT AGREEMENTS

DHCD will hold “Program Implementation” regional meetings in June 2005. The FY 2006 grant award letters will be sent to all grantees prior to these meetings. The actual grant agreements will be given out at these **mandatory** meetings. If a grantee is unable to attend a meeting in their area then they will need to make arrangements to travel to one of the other scheduled regional meetings. If a grantee does not attend one of the regional meetings then their funds will be de-obligated and made available to other grantees.

REQUESTING FUNDS

Grant funds are available on a reimbursement basis only. A request for the previous month expenses must be received by DHCD by the 15th of the month following the expenditure.

Grantees **must** use the attached “Request for Disbursement” form. Take the form from this packet and make as many copies as you will need for the fiscal year. If a form from a previous fiscal year is used, it may not be processed.

Be sure to clearly indicate:

- your agency’s (grantee) name;
- the amount of money you are requesting;
- your grant number;
- your Federal Identification Number; and
- the dates the services were provided.

Be sure the agency director or other authorized signatory signs the request. It can not be processed without a signature.

The “Documentation of Expenses” form must be submitted with any “Request for Disbursement”. A copy of the required form is attached.

Do not fax a disbursement request. We are not able to process a faxed request.

If your agency is not receiving funds via “electronic transfer”, please sign up for an account as soon as possible. Go to the Virginia Department of Accounts web site:

<http://www.doa.state.va.us/>

Go to the menu of options on the left side of the home page. You will see (EDI) which stands for Electronic Data Interchange. If you follow this link you will see how to set up an account. Once

you have an account your funds are deposited directly into your bank account and you will not need to rely on the mail.

REPORTING

Statistical Reports are due on a quarterly basis:

Time Period	Due Date
July 1 - September 30, 2003	October 10, 2003
October 1 – December 31, 2003	January 10, 2004
January 1 – March 31, 2004	April 10, 2004
April 1 – June 30, 2004	July 10, 2004

A Financial Report for the period of July 1, 2004 through June 30, 2005 must be submitted to DHCD by July 31, 2005. This report has to be provided only one-time at the end of the fiscal year, and is not required to be sent with the request for reimbursement.

FORMS

The following forms are attached to this manual:

- ✓ Request for Disbursement
- ✓ Documentation of Expenditures of Temporary Assistance to Needy Families (TANF) Funds
- ✓ Fiscal Year 2004-2005 Financial Report

The manual, with the necessary forms, is available on DHCD's web site at www.dhcd.virginia.gov under Divisions, DHCD Forms/Publications.

CONTACT INFORMATION

The Program Administrators for CSCG are now divided in to regions as follows:

- Region 1: Joe Speidel (804) 371-7175 joe.speidel@dhcd.virginia.gov
- Region 2: Felicia Thomas (804) 371-7119 felicia.thomas@dhcd.virginia.gov
- Region 3: Harry Miles (804) 225-3112 harry.miles@dhcd.virginia.gov

The Program Manager for the Shelter and Supportive Services (SASS) unit is Kathy Aebischer.

- Telephone: (804) 371-7113
- Facsimile: (804) 371-7091
- E-mail: kathy.aebischer@dhcd.virginia.gov

DHCD's mailing address is:

Virginia Department of Housing and Community Development

The Jackson Center
501 North Second Street
Richmond, Virginia 23219

COMMUNICATIONS

A considerable amount of information and program updates are sent to grantees via E-mail. All GRANTEES are expected to have at least one E-mail account where they can receive these messages. If the agency itself does not have internet access or a staff member who can receive these messages in their personal E-mail account, then the GRANTEE is expected to inform this DHCD Program Administrator. GRANTEES are also expected to notify DHCD if there is any change in the E-mail address.

MONITORING

DHCD staff will monitor use of CSCG funds with a thorough review of all reports and back-up documentation submitted. In addition, DHCD staff may conduct on site reviews of administrative, financial and programmatic components. On site monitoring will be scheduled in advance. When possible, on site CSCG monitoring will be conducted in conjunction with monitoring for the Child Care for Homeless Children's Program, Shelter Support Grant and Federal Shelter Grant programs.

SERVICE REQUIREMENTS AND REQUIRED WORK PLAN

The following is a listing of required services and other recommended services. **For ethical purposes, parents must be consulted and their input incorporated into all activities undertaken.**

A "Work Plan" must be developed that incorporates the required services and at least one of the recommended services for each area. You may also include other related activities in your plan. Your work plan for the year must be submitted by August 15, 2005. Progress made towards accomplishing the tasks defined in this work plan will be one of the documents reviewed during a possible monitoring visit.

You can develop a work-plan format that meets your agencies needs, but the plan must include at a minimum for each service provided:

- The name of the staff member providing the service;
- Measurable outcomes; and
- The estimated date the activity will be completed where appropriate.

If you have trouble developing measurable outcomes, DHCD staff will be glad to assist you.

Once this work plan is received and approved, you will receive a notice from DHCD.

GRANTEES will be required to provide data for all the required services on the Child Services Coordinator Grant Quarterly Report. This document will be sent to you separately.

HEALTH SERVICES

Required services

1. Health assessments by medical professionals and follow-up treatments.
2. Immunizations and inoculations when necessary.

Recommended Services

1. Refer children with acute problems to appropriate treatment resources.
2. Arrange school physicals.
3. Institute or increase the number of in-house training sessions regarding infectious diseases.
4. Provide training to shelter staff regarding universal precautions.
5. Arrange in-shelter education for basic preventative health practices (nutrition, hand washing, etc.).

Treatment resources Child Services Coordinators may wish to utilize

- Health Departments (WIC Program, Family Planning Clinic)
- Community Health Centers/Free Clinics
- Pro Bono Medical Care
- Pediatric Societies
- Nurse Practitioner Associations
- Schools for Medical Professions (Medical, Dental, Nursing)
- Lions Club (Vision)
- Planned Parenthood
- Community Service Boards (developmental assessments for children under 2)
- School Systems (developmental assessments for children aged 2 and up)
- Community Physicians (Medicaid)

MENTAL HEALTH

Required services.

1. Mental health screening with professionals including assessment.

Recommended Services.

1. Establish contacts with school counseling staff representing area school systems.
2. Coordinate educational efforts to inform homeless parents of the psychological effects of homelessness on their children.
3. Arrange participation of children and youth in various therapy and support groups.
4. Establish contacts with community services boards in the region.

EDUCATION

Required Service

1. Coordinate efforts between the shelter, area school(s) and Project HOPE, the Virginia Education Program for Homeless Children to expedite student enrollment in schools, student evaluation for special services for children when necessary and make arrangements to transportation.

Recommended Services

2. Facilitate enrollment of homeless preschoolers in programs such as Head Start and Even Start.
3. Designate space and purchase supplies for educational purposes within the shelter.
4. Organize tutorial and remedial education services within the shelter or with schools and other agencies.
5. Provide parental awareness programs on children's educational rights and resources.
6. Provide professional development for educators and other school personnel regarding homelessness.

RELATED SERVICES

Required services

1. Ensure a confidential release and exchange of information form is signed by the parent or legal guardian.
2. Develop a comprehensive resource list on the availability of children's resources in the community.

Recommended services

1. Initiate community awareness campaigns informing service providers of the issues concerning homeless children.
2. Serve as an informant providing information on childcare services and transportation.
3. Retain knowledge of and research on existing community resources for children.

Documentation of Expenditures

Fiscal Year 2005-2006 Child Services Coordinator Grant

Submit with Request for Disbursement

Agency: _____

This payment request is for services performed during the time period _____ to _____

Person Completing Form: _____

Phone Number: _____

Child Services Coordinator Grant Positions:

Check #	Date	Name of CSC	Salary Costs	Fringe Benefits	Amount for Reimbursement
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Total					\$

**VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CHILD SERVICES COORDINATOR GRANT PROGRAM
FY 06 FINANCIAL REPORT**

Grantee Name: _____

Grant Number 06-CS-_____

Type of Shelter ☐ Emergency Shelter ☐ Transitional Housing

Address: _____

Telephone # _____ Fax # _____

E-mail address: _____

Name and Title of person completing form:

Program Expenditures:

(1) Staff Position Title: _____

Staff Name: _____

Position Status: Full time Part time (Circle one)

Period of Compensation: _____

Salary	Fringe Benefits (Itemize)	Total
State funds \$_____	State funds \$_____	State funds \$_____
TANF: \$_____	TANF: \$_____	TANF: \$_____
Other: \$_____	Other: \$_____	Other: \$_____

If two or more positions are funded, provide information for each position.

